

**SUMMARY OF THE
TRANSITION AD HOC COMMITTEE MEETING
JANUARY 09, 2002**

The Transition Ad Hoc Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Wednesday, January 09, 2002, at 1:00 p.m. Eastern Standard Time (EST) via teleconference. The meeting was led by Chairperson Dr. Paul Kimsey of the California Department of Health Services. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The purpose of the meeting was to discuss agenda items which follow.

REVIEW OF PREVIOUS MINUTES

The minutes from the December 06, 2001, meeting and the December 19, 2001, teleconference were reviewed and approved as amended.

NELAC RESTRUCTURE

Dr. Kenneth Jackson reported on the Program Policy and Structure Committee's (PPS) teleconference of that morning. Members suggested holding a joint face-to-face meeting with the Transition Committee. Suggestions from PPS include:

- The Board of Directors (BoD) of the Standards Development organization could include representation from specific groups, such as ACIL.
- The NELAP director and executive secretary should be *ex-officio* members of the BoD of the Standards Adoption group.
- It might be beneficial if the Standards Development group presents its proposed standards to the Standards Adoption group at least six months prior to its vote on the standards.
- One possibility would be to move the Standards Adoption conference between the 10 EPA regions.

Dr. Kimsey asked if the issue of one non-profit organization versus two was addressed. Dr. Jackson responded that it had been suggested that the Standards Development group would be managed by the non-profit organization and the Standards Adoption group would continue, at least short-term, to require support by EPA.

It was asked if any changes at all would be permitted by the Standards Adoption group at the voting session. Dr. Jackson responded that that had not been addressed. Discussion ensued regarding floor amendments which may become too complicated for immediate consideration by the members. Dr. Jackson suggested that any member, with the support of 10 other members, could require a floor amendment not to be voted on, and for the standard to be returned to committee.

Dr. Kimsey asked if the Accrediting Authority Committee would be part of the Standards Development group or the Standards Adoption group. After some discussion, consensus was that it should be part of Standards Adoption group. It was suggested that the Standards Adoption group could have a NELAP recognized Accrediting Authority Committee, that would review and discuss the proposed standards during an open plenary session of the conference.

As PPS cannot appropriately proceed with work on the Constitution and Bylaws for the new Standards Adoption group until the Transition Committee has developed more of a structure for the BoD and committees.

The following possibilities were discussed:

- The possibility of shared membership should be spelled out in the Constitution and Bylaws.
- The NELAC director should be on both Boards.
- The BoD members should serve for three years, with the possibility of renewal for a second three year term.
- Have two meetings a year for the Standards Development organization and one per year for the Standards Adoption organization, which could be a one day meeting at the end of the Standards Development meeting.
- The BoD could assume the responsibilities of PPS.

It was suggested that Dr. Jackson obtain his committee's perspective regarding BoD composition and whether or not a certain number of state members should be from NELAP recognized Accrediting Authorities.

- Any state or federal official can be elected chair.
- Have two administrative committees;
 - Nominating committee
 - Membership and outreach committee
- Have one standing committee consisting of officials from NELAP recognized Accrediting Authorities, with every NELAP AA designating one member with no term limits.
- The Constitution and Bylaws should include a description of the appeals process, as well as a description of the Accrediting Authority Review Board (AARB) and its role.
- The voting system should remain similar to the current NELAC voting system, with the addition of placing a limitation on floor amendments. The Transition Committee would like the PPS to work on this further.

Dr. Kimsey will work on a timeline, with the goal of everything being ready by NELAC 8. However, if things are not in place for the transition to occur by then, a report will be filed with EPA, showing that this Committee made a good faith effort to do so.

Dr. Kimsey suggested that as NELAC will be the name for the Standards Development group, some consideration be given to find a name for the Standards Adoption group.

It was proposed that the American Society for Testing and Materials (ASTM) be considered for developing standards. Someone from that group should present their current process to this Committee. It was suggested to consider other standards development groups also, such as the American Society of Quality (ASQ). It was noted that ASTM standards are not as acceptable or as accessible for labs as are NELAC's, because they are copyrighted and cannot be altered. Ms. Hankins mentioned that Dan Schultz from ASTM would be willing to present at the next teleconference and questions regarding possible modifications to the standards could be addressed to him. Dr. Kimsey will contact Mr. Schultz and invite him to the next teleconference for a question and answer session.

After some discussion, it was agreed to have a joint, face-to-face meeting with and PPS, in Dallas

March 05 and 06, or 06 and 07, 2002. Carol Batterton will work on this project and provide details to members.

FUTURE TELECONFERENCES

The next teleconference will be January 23, 2002 at 11:00 a.m. EST.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned.

**ACTION ITEMS
TRANSITION AD HOC COMMITTEE MEETING
JANUARY 09, 2002**

Item No.	Action	Date to be Completed
1.	Ilona Taunton to provide draft letter regarding NELAC Secondary Accreditation Application Package to Committee members on December 1, 2001.	12/01/01
1.	Dr. Jackson will obtain PPS' perspective regarding Board composition and report at next teleconference.	1/23/02
2.	Dr. Kimsey to invite Dan Schultz from ASTM to present at next teleconference.	1/23/02

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TRANSITION AD HOC COMMITTEE MEETING
JANUARY 09, 2009**

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